



City of San Diego
Development Services
 1222 First Ave., MS-301
 San Diego, CA 92101-4154
 (619) 446-5000

General Application

THE CITY OF SAN DIEGO www.ci.san-diego.ca.us/development-services

Part I	1. Approval Type: • Construction Permits: <input type="checkbox"/> Structure <input type="checkbox"/> Grading <input type="checkbox"/> Public Right-of-Way; • <input type="checkbox"/> Electrical • <input type="checkbox"/> Plumbing/Mechanical • <input type="checkbox"/> Sign • <input type="checkbox"/> Subdivision • <input type="checkbox"/> Demolition/Removal • Development Permits: <input type="checkbox"/> Neighborhood Use <input type="checkbox"/> Coastal <input type="checkbox"/> Neighborhood Development <input type="checkbox"/> Site Development <input type="checkbox"/> Planned Development <input type="checkbox"/> Conditional Use <input type="checkbox"/> Variance • <input type="checkbox"/> Other _____				
	2. Project Address: <i>Include Building or Suite No.</i>		Project Title:		Project No. For City Use Only
	Lot No.	Block No.	Subdivision Name	Unit No.	Map No.
	Existing Use:		Parcel No.	Parcel Map No.	Assessor's Parcel No.
	Project Description:				Total Floor Area
	3. Designer name		Address		Fax Number
	City	State	Zip Code	Telephone	License Number
	4. Applicant Name <i>Please check one</i> <input type="checkbox"/> Contractor <input type="checkbox"/> Agent for Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Agent for Owner		Fax Number		
	Address		City	State	Zip Code Telephone
	5. Property Owner/Lessee Tenant Name <i>Please check one</i> <input type="checkbox"/> Owner <input type="checkbox"/> Lessee or Tenant		Fax Number		
Address		City	State	Zip Code Telephone	
6. Contractor Name <i>(not required for development permits)</i>		Fax Number			
Address		City	State	Zip Code Telephone	
State License No.		License Class	City Business Tax No.		
Licensed Contractor's Declaration: I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.					
Signature		Title	Date		
Part II	7. Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:				
	<input type="checkbox"/> a. I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.				
	<input type="checkbox"/> b. I have and will maintain workers' compensation, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Insurance Company _____ Policy No. _____ Expiration Date _____ <small>(This section need not be completed if the permit is for one hundred dollars (\$100) or less).</small>				
	<input type="checkbox"/> c. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions				
	Signature		Date		
	<small>Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.</small>				
	8. Owner-Builder Declaration: I hereby affirm that I am exempt from the Contractor's License Law for the following reason [Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):				
	<input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.).				
	<input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).				
	<input type="checkbox"/> I am exempt under Section _____, B.&P.C. for this reason: Signature _____ Date _____				
9. Construction Lending Agency: I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C). Lender's Name _____ Lender's Address _____					
Part III	10. Applicant's Signature: Signature _____ Date _____				
	CONTINUED ON REVERSE SIDE				

This information is available in alternative formats for persons with disabilities.
 To request this information in alternative format, call (619) 446-5446 or (800) 735-2929 (TT)

DS-3032 (02-01)

Part IV	11. Financially Responsible Party (completed for projects requiring a deposit only)				
	Name/Firm Name		Address		
	City	State	Zip Code	Telephone	Fax No.
	Financially Responsible Party Declaration: I understand that City expenses may exceed the estimated advance deposit and, when requested by the City of San Diego, will provide additional funds to maintain a positive balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the trust account, unless the City of San Diego approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested advance deposit is received.				
	Print Name: _____		Title: _____		
Signature* _____		Date: _____			
*The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)					
12. Public Notice Certification: I hereby certify that the names and addresses submitted with the Public Notice package are current and accurate for the project site and for all of the properties located within 300 feet of the exterior boundaries of the property described in this application, and that the Assessor's Parcel Number and ownership information were obtained from the latest adopted San Diego County Tax Roll, and any update thereto, maintained in the office of the San Diego County Tax Assessor on _____ 20____. I understand that if it is found that any of this information is incorrect, the applicant will have to file a new and corrected list of impacted property owners and occupants with the City and any public hearing conducted for the project application may be declared null and void by the decision-making body or by the courts and the application may have to be refiled and the processing fee/deposit paid again.					
Signature _____		Title _____		Date _____	

Important Instructions to Applicant

Please read the information below and follow the directions pertaining to your particular application. Parts I, II and III of the General Application apply to construction permits for structures, electrical, plumbing/mechanical, demolition/removal, and sign permits only. For all other permits/approvals, complete Parts I, III and IV. California State law requires every permit applicant to provide specific information and certain declarations regarding the proposed work. A separate application is required for each building permit.

1. Approval Type

Check appropriate box for type of approval needed. Separate electrical, plumbing and/or mechanical permits are required for projects other than single-family residences or duplexes.

2. Project Address

Provide the correct project address, legal description, existing use, Assessor's Parcel Number, and a description of the proposed project.

3. Designer

This person is either the architect, engineer, designer or draftsman.

4. Applicant

This person is either the owner or contractor or their authorized agent, and is generally the liaison for the project.

5. Property Owner

This may be a person, company, corporation or a partnership.

The following instructions describe who may sign the required declarations.

6. Licensed Contractor

This statement may be signed by the contractor or a corporate officer of a construction company including President, Vice President, Secretary, Treasurer, Trustee, Chairman of the Board or Responsible Managing Employee (RME). An agent for the contractor may sign only when a letter of authorization from the contractor authorizing the agent to sign is presented at permit issuance. The person signing must list his/her title.

7. Workers' Compensation Declaration

This statement may be signed by the contractor, owner, tenant, lessee or an authorized agent of one of these. A valid Certificate of Workers' Compensation Insurance must be presented at permit issuance. The certificate:

- a. Must show the name of the insured.

- b. Must list the policy number, effective date, and expiration date of the insurance policy.

If item 7.c. is checked, only the contractor or owner may sign this area, **NOT AN AGENT**. This section is signed only when the owner or contractor will have no employees on the job. If, after signing the exemption from the Workers' Compensation provisions of the Labor Code, the contractor or owner-builder should become subject to such provisions, they must forthwith comply. In the event they do not comply with the Workers' Compensation Law, the permit shall be deemed revoked.

8. Owner-Builder Declaration

This statement may be signed by the owner, lessee, tenant, architect, engineer, licensed pest control operator, or an authorized agent of any of these. In every case, a separate Owner-Builder Verification form (DS-3042) must also be signed by the owner.

9. Construction Lending Agency

If the name of the lending agency is not known, the word "unknown" should be written here.

10. Applicant's Signature

This statement must be signed by the person identified in item 4. By signing this statement, the applicant certifies that the information provided in the application is correct and that he/she is the owner or the duly authorized agent of the owner. Further, this signature authorizes representatives of the City of San Diego to enter upon the subject property for inspection purposes.

11. Financially Responsible Party

Required for subdivision or development approval/permit processing. Individual listed must also sign the declaration.

12. Public Notice Certification

Complete when a public notice package is required (Process 2, 3, 4 and 5 decisions).

For City Use Only					
Work Order No.	EAS No.	Fee/Deposit	Received By	Receipt No.	Date